



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board December 18, 2018

1. **Call to Order/Roll Call:** Chair Hayes called the meeting of the Senior Citizens Advisory Board to order at 9:05 a.m. Board Members Present: Chair Hayes, Vice Chair Chu, Carmichael, Goff, and Treasurer Hornung. Board Member Excused: Green, Luzaich, and Tracey. Staff Present: Brewer, Magrini, Rangel, and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Board Member Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** **MSC Goff/Chu** to accept the minutes of the November 20, 2018 meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:**
Wendy Mines stated that the non-profit was offered the opportunity to meet with the Board next month and would like to accept.
7. **UNFINISHED BUSINESS:**
 - a. Treasurer's Report – October 2018, November 2018 & Review Trust Fund Budget to Discuss Discrepancies (Hornung)
Disregard November 2018. It will be updated for January meeting.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – (Tessier)
 - c. Update Regarding Senior Bequest Program – (Brewer)
Superintendent Brewer showed the final copy of the postcard. She stated that it has been approved by both the City Attorney and Finance Director. Brian Smith fund can be renamed to whatever we want. Most logical would be Senior Bequest Fund. Anything that comes in through this bequest program can go directly into that account. **Chair Hayes** recommended bringing ideas to next month's meeting on how to roll program out.
 - d. Update on Pending Senior Center Projects – (Brewer - Oral)
Superintendent Brewer stated that the lift has been installed and final approval has been given. Staff have been trained and lift will be tested weekly and logged. Under no circumstances will the left hand side of stage be used for storage.
Superintendent Brewer stated that the ADA and concrete work has been completed by the contractor. Staff will be working with Public Works to figure out the

trellis bases. Vice Chair Chu stated that he thought there should be railings. Brewer stated that it is not required, but she will discuss with ADA staff person. Director Magrini stated that arrow signage on ground has been discussed.

Superintendent Brewer stated that automatic buttons are still being discussed. Public Works will work with design and bid for trash enclosure project. Insurance is still being discussed with insurance company and Public Works. No update on parking lot restriping. Floors will be deep cleaned and buffed every Friday with exceptions due to rentals. Window sills cleaned and all doors were checked and fixed.

8. NEW BUSINESS:

- a. Discussion Regarding Salad Bar Statistics and Cost Analysis (Brewer)

Superintendent Brewer presented that it is cost effective. Salad bar is subsidized.

- b. Approval for Purchase of New Range for Congregate Nutrition Program (Brewer)

Vice Chair Chu requested additional information regarding the oven choice including the number of racks, if the same size oven could be purchased without the grill, and if the casters were necessary. Chair Hayes asked if there were any reviews on the oven. The item was continued to the January 2019 meeting.

- c. Information Regarding Board Member Term Expirations and 2019 Election

(Tessier/Brewer Oral) **Supervisor Tessier** noted terms are expiring for Bill Goff, Dorothy Carmichael and Joanne Tracey. Interested applicants can apply in January. Voting will only be necessary if there are more than three applicants.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. **Chair Bill Hayes** asked about the appointments of Chair & Vice Chair being done in November. **Superintendent Brewer** explained that this was a recent change to keep all the City Boards on the same schedule as the City Council. **Chair Hayes** was concerned that the by-laws indicated that these appointments would be done at the February. **Director Magrini** stated she would look at the by-laws to see if adjustments needed to be made.

10. ITEMS FROM STAFF:

11. ADJOURNMENT: Meeting was adjourned at 10:10 a.m.